Security Processing for Contractors, Temp Workers, Students and Summer Hire Personnel. V7.

SITUATION: Applicable elements of SWT OPSEC, INFOSEC, and Physical Security threat statement risk factors increase as the influx of contractors, students, temporary workers, summer hires and volunteers becomes evident. These personnel perform a valuable service to aid full time and career conditional federal employees. Often times these personnel have increased access to USACE Infrastructure, OPSEC, INFOSEC and Physical Security elements very similar to those given to Federal Employees that have been strictly vetted by USACE and Government Security Offices. This process is inherent to an effective mentoring, training, and shadowing process that must occur. To aid in providing a basic level of security assurance for these personnel this information paper provides guidelines for verification and security processing.

BACKGROUND: Properly vetted federal employees receive vigorous background checks through JPAS, EQUIP, and Defense Investigative Services systems. Personnel are given OPSEC, INFOSEC, and ATL1 training plus additional security training commensurate with their assigned duties and responsibilities and granted security level. Often times personnel are required to receive security briefs and sign non-disclosure agreements when leaving USACE. In this example the District Security Manager is provided upfront detailed background information and is able to verify and grant security levels from basic up to and including top secret.

ISSUE: Contract, temporary workers, students, summer hire workers and volunteer security verification processes are at different levels within SWT where a standardized methodology does not exist for Security Verification.

RESOLUTION: The Following matrix identifies the process and minimum level of Security Verification for Contractors, Temporary Workers, Students, Summer Hires, and Volunteers. Supervisors/Trusted Agents are responsible for ensuring completion of required Security Training by applicants. Security Manager reserves the right to increase verification levels to stricter standards based on the type of information or facilities that will be accessed regardless of length of time.

Security Verification Process Matrix			
Type of Personnel	**Minimum Vetting Requirement**	**Additional Vetting Requirement**	**Process**
Contractors Volunteers Contractors Volunteers ***Requiring a CAC Card**	Local background check **(Local Background check = from State/Locale of Record on Drivers License)** *Entry into Trusted Associate Sponsorship System (TASS)	OPSEC, INFOSEC, ATL1	• COTR or Trusted Agent (TA) has contractor complete training.*** • COTR or Trusted agent verifies training completed. • Sends local background check to Security Mgr for review. • *Trusted Agent (TA) initiates the Trusted Associate Sponsorship System (TASS) • Security Manager approves TASS application.
Temp Workers and Students (over 120 days appointment)	Full background checks. (Assumes will have access to Privacy Act Info, PII, FOUO or Higher level facilities, systems or documents)	OPSEC, INFOSEC, ATL1	• Supervisor completes ServiceTrak . • Supervisor assures training on Team page web site.
Summer Hires and Temps (under 120 day appointment) **No computer access**	Local Background Check. (Assumes no or restricted access to Privacy Act Info, PII, FOUO or Higher level facilities, systems or documents)	OPSEC, INFOSEC, ATL1	• Supervisor scans/sends background check to Security Manager for review. • Supervisor assures training on Team page web site.
Summer Hires and Temps (under 120 day appointment) with computer access*	Full background checks. (Assumes will have access to Privacy Act Info, PII, FOUO or Higher level facilities, systems or documents)	OPSEC, INFOSEC, ATL1	• Supervisor completes ServiceTrak . • Supervisor assures training on Team page web site.

*Compliance with AR 25-2 para 4.14.3.(c)   Persons needing access to computer will need a CAC card

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ADDITIONAL IMPACTS: Access to USACE computerized systems requires submittal of a ServiceTrak application by the supervisor through the District Security Manager with final approval and assignment by the Information Assurance Officer (IASO - ACE IT). There must be a valid need to know or have access to these systems. The District Security Manager will not forward a signed ServiceTrak form to the IASO without proper vetting of the information above. The person's name will be checked through the Joint Personnel Adjudication System (JPAS) for a existing background check. If the name is not found, the person must submit the PSIP application. **Security Manager requires subject's SSN for JPAS verification** (Send separate encrypted E-Mail with SSN Info).

POINT OF CONTACT (POC): Ben Janacek, District Security Manager at 918-669-7326 or Geza Horvath 918-669-7552

Process For Initiating Background Check for Level III Access

(If CPAC hired, CPAC initiates Process)*

1. Applicant is provided with a "PSIP Required Information" form and OF 306 form by Office AO
2. Applicant is also to be given a copy of the SF85 Form to be filled out by hand for data collection purposes. The SF85 form is then used when entering data into the online form IAW #5 below. Both forms are located on Field Server "field (\\swt-fs-field)" in a folder named Security Verifications
3. Applicant completes the forms and makes an appointment with EM/S at 918-669-7552 to return the completed PSIP and the OF 306 forms and to be fingerprinted. EM/S submits the PSIP required information forms and the fingerprints to the Personnel Security Investigation Portal (PSIP)
4. Additional documentation required: 1. Copy of either current passport or birth certificate; 2. Resume covering past 7 years; 3. Copy of Drivers License
5. PSIP will review the forms and then email the applicant with the website for the applicant to fill out online an SF85 Form. EM/S will receive the same email notification as verification that the applicant has been notified
6. Applicant will have 5 days in which to complete the online SF85 and submit all required documentation
7. EM/S will receive an email from PSIP verifying they have received the completed short form SF85 and all documentation from the applicant
8. The date of this email is the date the application is considered by PSIP to be initiated and the ServiceTrak form can be signed and forwarded to ACE-IT to provide computer access to the applicant.
9. A CAC Card is required for computer access. CAC Card request is initiated through HR when applicant is brought on board.* or initiated by the Trusted Agent for contractors or volunteers**.

** Contact Security Manager for Volunteers requiring computer access for CAC Card application

*** Contact Security Manager for electronic training courses for persons unable to access Intranet Training

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OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request
6600 North Harvey Place
Oklahoma City, OK 73116
(405) 848-6724
(405) 879-2503 FAX
http://www.ok.gov/osbi/Criminal_History/

Type Of Search Requested:
☐ Name Based - $15.00
☐ Sex Offender - $2.00
☐ Mary Rippy Violent Offender - $2.00
☐ State Fingerprint-based - $19.00
  * Must provide fingerprint card.
  * Includes name based search.

DATE _____

Request Submitted via:
☐ Fax ☐ Mail ☐ In Person
Requests will be returned in the manner received.

Mail requests should include postage-paid reply envelope.

Fax requests must include payment by credit card and a dedicated Fax Phone Line for return of completed search:

(_____) _____

ACCEPTABLE FORMS OF PAYMENT: ☐ CASH ☐ CASHIER'S CHECK / MONEY ORDER

☐ BUSINESS CHECK *No Personal Checks Accepted.* ☐ CREDIT CARD *For Visa, MasterCard and Discover, security code is 3 digits on back of card. For Amex, security code is 4 digits on front. These are the only cards accepted.*

CREDIT CARD # _____ EXPIRATION DATE _____ SECURITY CODE _____

CARD HOLDER _____
Please print the name of the individual card holder as it appears on the credit card.

CARD HOLDER SIGNATURE (REQUIRED) _____

REQUESTOR INFORMATION: (Type or print clearly in blue or black ink)

REQUESTOR'S
NAME _____   _____
                                        SIGNATURE OF REQUESTING PARTY

STREET ADDRESS _____

_____
CITY   STATE   ZIP

PHONE NUMBER (_____) _____ E-MAIL ADDRESS _____
Requestors outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.

PURPOSE OF REQUEST _____

SUBJECT INFORMATION: (Type or print clearly in blue or black ink)
Forms with corrections done with white out or by striking through the fields in this section will not be processed.

NAME _____
       LAST   FIRST   MIDDLE

ALIAS/MAIDEN NAME(S) _____

DATE OF BIRTH _____ (MM/DD/YYYY). *If date of birth is unavailable, include exact age of subject.*

RACE _____ SEX _____ SOCIAL SECURITY NUMBER _____

SEARCH RESULTS (*Please do not write in the spaces below*):

Oklahoma State Bureau of Investigation Computerized Criminal History	Oklahoma Department of Corrections Sex Offender	Oklahoma Department of Corrections Violent Offender

Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.

For questions on the Sex Offender / Violent Offender Registry, please contact the Oklahoma Department of Corrections.

OSBI CHRU 08/09